

BERKSHIRE BOARD OF EDUCATION

Treasurer's Office

14259 Claridon Troy Rd.

P.O. Box 364

Burton, Ohio 44021

440-834-3380

Memo To: All New Employees

Re: Criminal Records Check

All new hires are required to provide a **BCII and FBI** background check. All background checks are to be submitted electronically through the use of Web Check or other approved methods.

The following are locations available to persons seeking employment related backgrounds checks:

Geauga County ESC
470 Center St., Bldg. #2
Chardon, OH 44024
440-279-1700
M-F 8:00 a.m. – 3:30 p.m.
*Cost: \$65.00 (Cash Only)

Geauga County Sheriff's Office
12450 Merritt Dr.
Chardon, OH 44024
440-279-2009, ext. 4346
Tues. 8:00 a.m. -6:45 p.m.
Thurs. 3:00 a.m. - 7:45 p.m.
Sat. 8:00 a.m. – 2:45 p.m.
*Cost \$60.00 (Cash, Personal
Check or Money Order)

Once the background checks are received, they will be attached to your application and you will be added to our substitute list.

*Please note cost and payment options for each location.

**BERKSHIRE LOCAL SCHOOL DISTRICT
14259 CLARIDON TROY ROAD
P.O. BOX 364
BURTON, OH 44021**

Date of Application: _____

PERSONAL INFORMATION:

Last Name	First Name	Middle
Address: _____		Phone: _____
City: _____		Zip: _____
Social Security Number: _____		
Position Sought: _____		
Expected Salary: _____		

TRAINING:

School: _____	Date of Graduation: _____
College: _____	Date of Graduation: _____
Other Qualifications: _____	

EMPLOYMENT HISTORY

Firm or School	Position	Address	Phone

REFERENCES

Name	Position	Address	Phone

